

**Heritage Presbyterian Church
Children's Ministry Assistant Job Description**

Objective: To provide dependable, safe, secure, and nurturing care environment for the children of our church (infants – 5th grade) during church-sponsored activities, primarily on Sunday mornings.

Responsibilities¹:

1. Care and Supervision
 - Provide age-appropriate care for children during church activities, including but not limited to:
 - o Nursery Care for Infants, Toddlers, and Preschoolers – changing diapers, feeding, holding, sitting with and cheerfully interacting with children through engaging play indoors and outdoors.
 - o Children's Chapel for Preschool-K – sitting with children during circle story time and assisting with Montessori-based self-guided response time, escorting to the bathroom as needed.
 - o Children's Ministry Activities such as Praise Kids (Music) and HPC Kids Club for Preschool-5th Grade – serving snacks, engaging in faith-formation activities through games, stories, and play.
 - o Childcare for special services or other church activities
 - Work collaboratively with HPC Staff and volunteers, occasionally serving as activity leader
 - Build relationships and communicate care experiences and needs with parents and caregivers.
2. Cleaning and Maintenance of Equipment and Facilities
 - Straighten the spaces used, restock consumable items, and clean surfaces and toys as appropriate.
 - Rotate toys and supplies, maintaining storage closet and communicating repair or replacement needs with Spiritual Formation and Facilities Committees.
 - Initiate requests for needed supplies in writing to Spiritual Formation Committee Elders or Pastor/Head of Staff.

Hours and Leave

- This is an hourly position, primarily on Sunday mornings from 9:00 am to 12:30 pm, including holidays, and the expectation of care for evening services on Christmas Eve. Additional hours for other special worship services and events will be offered first to this position. All non-Sunday morning hours will receive double pay rate.
- Caregiver is expected to arrive at least 15 minutes prior to first scheduled activity and remain until the last child has been picked up and the room has been straightened.
- Any leave (unpaid) should be communicated in the following manner:
 - o Planned (up to 3 Sundays annually): minimum 2 weeks advance notice, using Request for Leave form, submitted to Pastor/Head of Staff. Leave may not be granted for certain days such as: Easter, Mother's Day, or Christmas Eve.
 - o Unplanned: At least two hours prior to the shift, via text or phone call to the Pastor/Head of Staff.

Job Requirements

- Experience in caregiving or teaching children (formal experience preferred)
- Friendly demeanor with excellent interpersonal skills.
- Able to play with children on the floor and lift children (up to 35 lbs) onto changing table.
- Willingness to lead faith-formation activities and supportive of Reformed Theological perspective of the Presbyterian Church (U.S.A.) and the HPC vision/mission statement and core values.
- Current CPR/First Aid Certification
- Completion of Criminal Background Check prior to hire.

Accountability

This position reports to the Pastor as Head of Staff and Chair of Personnel as Human Resources.

A performance review will be conducted annually for all staff by the Personnel Committee and reported to the Session.

Compensation: starting at \$18/hour.

¹ Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "HPC Child Protection Policy".